

## **Restoration Ministries' Donor Privacy Policy**

Restoration Ministries maintains the highest level of respect for the privacy of its donors. The following is our donor privacy policy, which guides our volunteers and staff on how they may and may not use your personal information while honoring your rights as a contributor.

Restoration Ministries does not sell, trade, rent or share names, addresses, telephone numbers, or e-mail addresses of our donors. As a rule, Restoration Ministries publicly recognizes a donor by publishing a donor's name unless the donor explicitly indicates when making a gift not to list his/her name as a donor.

Restoration Ministries collects and uses personal information from donors that includes: name, address, telephone number, e-mail address and donor comments when a donor voluntarily provides it to us. In addition, Restoration Ministries keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used in our development process to analyze overall giving patterns in order to make accurate budget projections.

Restoration Ministries will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about news, upcoming fundraising events and other activities of Restoration Ministries, Inc.
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please email [karenv@restorationministries.net](mailto:karenv@restorationministries.net) or call at 708-333-3370 or write to:

Karen Vrdolyak, Director of Development  
Restoration Ministries, Inc.  
253 E. 159<sup>th</sup> Street  
Harvey, IL 60426